

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.2C CHG 12

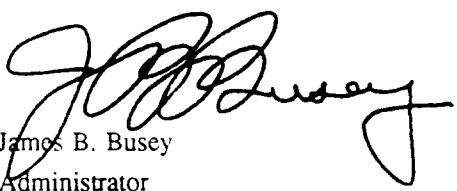
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SUBJ: ORGANIZATION — FAA HEADQUARTERS

1. **PURPOSE.** This change transmits revised pages to Chapter 61, Office of Rulemaking.
2. **EXPLANATION OF CHANGES.** To better serve all of the organizations with rulemaking responsibility, two divisions within the Office of Rulemaking are established.
 - a. Airmen and Airspace Rules Division, ARM-100, will be the focal point for regulatory projects pertaining to flight standards operations, medical, air traffic, and security rulemaking.
 - b. Aircraft and Airport Rules Division, ARM-200, will be the focal point for regulatory projects pertaining to aircraft certification, aircraft maintenance, airports, and environment and energy rulemaking.
3. **DISPOSITION OF TRANSMITTAL.** After filing the revised pages, this change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
xv and xvi	2/6/89	xv	8/6/90
		xvi	2/6/89
61-1	2/6/89	61-1 thru 61-4	8/6/90


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Administrator

8/6/90

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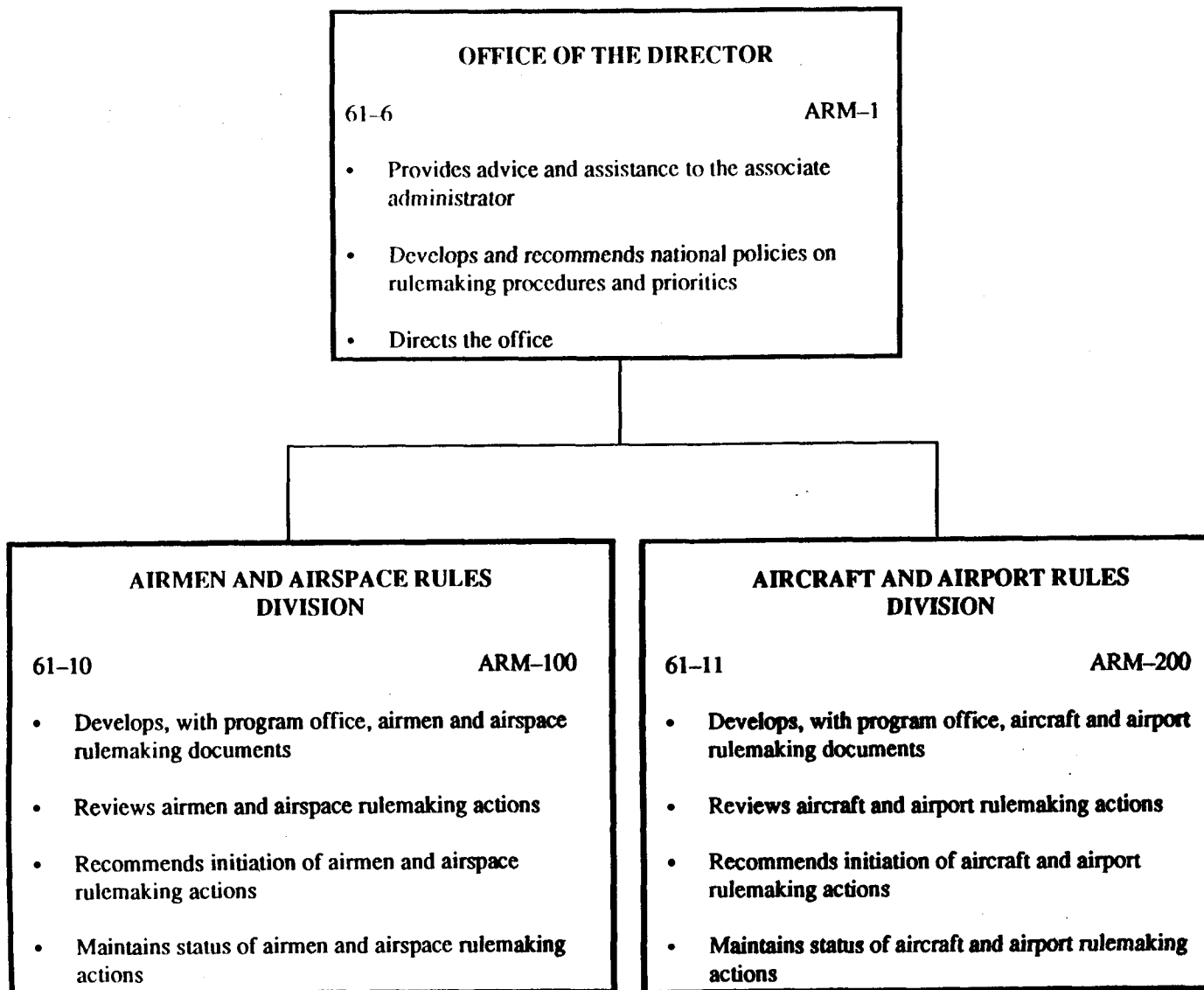
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FIGURE 61-1. FUNCTIONAL ORGANIZATION CHART



CHAPTER 61. OFFICE OF RULEMAKING

61-1. MISSION. The Office of Rulemaking assists the Associate Administrator for Regulation and Certification in managing and directing all aspects of FAA rulemaking actions within the purview and executive direction of the Executive Director for Regulatory Standards and Compliance.

61-2. FUNCTIONAL ORGANIZATION. The functional organization of the Office of Rulemaking is shown in figure 61-1.

61-3. FUNCTIONS. The Office of Rulemaking:

a. Comanages (administrative, nontechnical aspects), with the office of primary responsibility, rulemaking project activities (including flight standards, aircraft certification and manufacturing, security, medical, air traffic, airports, airspace, and energy and environmental rules).

b. Develops and recommends national policies on rulemaking procedures and priorities for issuance by the Administrator and develops procedures and program plans consistent with these policies.

c. Represents the associate administrator and the executive director in matters relating to rulemaking.

d. Conducts regulatory review of rules and appraises the quality and effectiveness of rulemaking activities.

e. Establishes and maintains a system of priorities for rulemaking activities and schedules regulatory projects.

f. Assists in the development of rulemaking documents and develops rulemaking documents for which the Office of Rulemaking is the office of primary responsibility.

g. Provides advice on rulemaking and recommends the initiation of rulemaking actions.

h. Reviews and ensures the administrative adequacy of all safety and security regulatory material developed within FAA.

i. Ensures that existing rules, regulations, standards, policies, procedures, and program performance are consistent with FAA goals and objectives.

j. Arranges and chairs hearings and formal or informal meetings on rulemaking actions.

k. Serves as liaison with the Office of the Chief Counsel and other FAA offices on rulemaking and legislation.

l. Serves as the operational/approval focal point for regulatory contact.

61-4. RESERVED.

61-5. SPECIAL RELATIONS. Offices and services are responsible for the overall substance of rulemaking projects within their purview. The Office of Aviation Policy and Plans will provide support to the office of primary responsibility by performing regulatory evaluations and providing the results to the Office of Rulemaking and offices of primary responsibility.

61-6. OFFICE OF THE DIRECTOR. The Office of the Director:

a. Advises and assists the Associate Administrator for Regulation and Certification by providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. On matters within the purview of the office, provides for the development and coordination and is accountable to the Associate Administrator for Regulation and Certification for the adequacy of agency:

(1) Policies, standards, and procedures.

(2) Public rules, regulations, orders, and standards.

(3) Program plans issued by or on behalf of the Administrator.

c. Establishes and maintains a system of priorities for rulemaking activities and schedules regulatory projects.

d. Provides leadership and direction in the planning, management, and control of office activities.

e. Ensures that all elements of the office participate constructively in the FAA Equal Employment Opportunity Action Plan and in equal employment opportunity planning for the future.

61-7, thru 61-9. RESERVED.

61-10. AIRMEN AND AIRSPACE RULES DIVISION. The division:

a. Serves as the principal focus within the Office of Rulemaking for regulatory projects pertaining to flight standards, medical, air traffic, airspace, airmen registry, and security actions and initiatives.

b. Assists the Director/Deputy Director in developing and recommending national policies on rulemaking procedures and priorities for issuance by the Administrator and develops procedures and program plans consistent with these policies.

c. Represents the Director/Deputy Director, the Associate Administrator, and the Executive Director in matters relating to airmen and airspace rulemaking.

d. Conducts regulatory review of airmen and airspace rules and appraises the quality and effectiveness of airmen and airspace rulemaking activities.

e. Assists the Director/Deputy Director in establishing and maintaining a system of priorities for rulemaking activity and scheduling regulatory projects. Division ensures accuracy of status information on airmen and airspace rules and helps to ensure the efficacy of the scheduling of those rules.

f. Assists the offices of primary responsibility in the development of airmen and airspace rulemaking documents and develops documents for which the Office of Rulemaking is the office of primary responsibility.

g. Advises higher level management on rulemaking and recommends the initiation of airmen and airspace rulemaking actions.

h. Reviews and ensures the administrative adequacy of all airmen and airspace regulatory material developed within the FAA.

i. Ensures that existing airmen and airspace rules, regulations, standards, policies, procedures, and program performance are consistent with FAA goals and objectives.

j. Provides all necessary support to the Director/Deputy Director for arranging and chairing hearings and formal or informal meetings on airmen and airspace rulemaking actions.

k. Serves as liaison with the Office of Chief Counsel and other FAA offices on airmen and airport rulemaking.

61-11, AIRCRAFT AND AIRPORT RULES DIVISION. The division:

a. Serves as the principal focal point within the Office of Rulemaking for regulatory projects pertaining to aircraft certification, aircraft maintenance, airports, aircraft registry, and environmental and energy actions and initiatives.

b. Assists the Director/Deputy Director in developing and recommending national policies on rulemaking procedures and priorities for issuance by the Administrator and develops procedures and program plans consistent with these policies.

c. Represents the Director/Deputy Director, the Associate Administrator, and the Executive Director in matters relating to aircraft and airport rulemaking.

d. Conducts regulatory review of aircraft and airport rules and appraises the quality and effectiveness of aircraft and airport rulemaking activities.

e. Assists the Director/Deputy Director in establishing and maintaining a system of priorities for rulemaking activities and scheduling regulatory projects. Division ensures accuracy of status information on aircraft and airport rules and helps to ensure the efficacy of the scheduling of those rules.

f. Assists the offices of primary responsibility in the development of aircraft and airport rulemaking documents and develops documents for which the Office of Rulemaking is the office of primary responsibility.

g. Advises higher level management on rulemaking and recommends the initiation of aircraft and airport rulemaking actions.

h. Reviews and ensures the administrative adequacy of all aircraft and airport regulatory material developed within the FAA.

i. Ensures that existing aircraft and airport rules, regulations, standards, policies, procedures, and program performance are consistent with FAA goals and objectives.

j. Provides all necessary support to the Director/Deputy Director for arranging and chairing hearings and formal or informal meetings on aircraft and airport rulemaking actions.

k. Serves as liaison with the Office of Chief Counsel and other FAA offices on aircraft and airport rulemaking.